



Department of Public Works

Administration
Engineering Services
Traffic Engineering & Operations
Road Maintenance & Operations
Real Estate Services
Waste Management
Utility Services

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TO: Road Approach Permit Applicants

FROM: Linda Ray and Lanette Scapillato, Office Assistants
360-740-1123, Extension 1123 or 1122

Instructions for Mailed-In Road Approach Permits

1. Enclose a map or site plan that shows where you want to put your road approach.
2. Fill out the first page of the permit. Don't write anything in the location information area. I will fill it in based on the map and parcel #. Sign and date the permit.
3. Read and initial the page, ROAD APPROACH PERMIT APPLICATION TIME LIMITS AND RESTRICTIONS.
4. Mail the map and two permit pages to the Kresky Avenue address given above. Keep the rest of the pages for your information. Make a copy before mailing it. The contractor should have a copy on site during installation. Once the permit has final approval, I will mail a copy of the approval back to you.
5. Enclose a check or money order for \$125 made out to "Lewis County Public Works."
6. Mark the proposed location with a stake, ribbon, or whatever is suitable so that the field supervisor can tell where it will go. One stake etc. in the middle of the approach location is enough. If there is already an approach at the site, we'd still like it marked (beside the approach) if there will be a change in use or there are other driveways near it. Write on the permit how it has been marked.
7. Call Lanette or me at 360-740-1123 with any questions you may have.